



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 355TH WING (ACC)
DAVIS-MONTHAN AIR FORCE BASE, ARIZONA

APR 23 2003

MEMORANDUM FOR ALL ON-BASE UNITS AND OFF-BASE 355TH WING UNITS

FROM: 355 WG/CC

SUBJECT: Equal Employment Opportunity (EEO) and Affirmative Employment Program (AEP) Policy Letter (Supersedes previous letter, dated 29 Jun 01)

1. I am deeply committed to the principles of equal opportunity and treatment, especially as applied to the hiring, firing, rewarding, training, and advancing of employees in the federal government. All Davis-Monthan AFB employees must be free of the negative effects of discrimination based on national origin, race, color, age, sex, religion, or disability. Our strength as a community and as a country depends on it.
2. My commitment to enhancing the employment and advancement opportunities of all Davis-Monthan personnel extends, in particular, to our special emphasis and ethnic observance programs. I encourage you to participate in seminars, workshops, and special observances whenever your mission requirements permit.
3. I know every commander, manager, and supervisor, here, at Davis-Monthan, is committed to EEO and AEP goals in the civilian sector, as well as Equal Opportunity and Treatment policies for both civilian and military personnel. However, occasionally problems will arise. They are most often the result of not understanding how decisions are made and lack of adequate communication. When discrimination is suspected, first seek assistance within your chain of command. Supervisors and first sergeants often resolve issues rapidly and effectively if they are aware of concerns. Assistance is also available outside the chain of command without recrimination. The Military and Civilian Equal Opportunity staff is prepared to assist you. Civilian employees and/or applicants for employment have 45 days from the date of the incident to contact an EEO counselor to file a complaint IAW AFI 36-1201. Military members have 60 days to contact a MEO Advisor IAW AFI 36-2706
4. Maintaining equal opportunities for all Davis-Monthan employees is everyone's responsibility. I take mine seriously. So should you.


LAWRENCE A. STUTZRIEM, Colonel, USAF
Commander

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